



EXECUTIVE OFFICE FOR ADMINISTRATION & FINANCE  
COMMONWEALTH OF MASSACHUSETTS  
**HUMAN RESOURCES DIVISION**  
100 CAMBRIDGE STREET, SUITE 600  
BOSTON, MA 02114

**MAURA T. HEALEY**  
GOVERNOR

**KIMBERLEY DRISCOLL**  
LIEUTENANT GOVERNOR

**MATTHEW J. GORZKOWICZ**  
SECRETARY

**MELISSA J. PULLIN**  
INTERIM CHIEF HUMAN  
RESOURCES OFFICER

**READING LIST ANNOUNCEMENT – PLEASE POST PROMINENTLY**

**TO:** Fire Department Appointing Authorities, Fire Chiefs

**FROM:** Regina Caggiano, Director of Civil Service

**DATE:** October 02, 2024

**SUBJECT:** Reading List for Fire Chief Examination

**FIRE CHIEF**

**EXAMINATION DATE – Wednesday, October 02, 2024**

This reading list will pertain to the Human Resource Division Written Examination for Fire Chief administered on Wednesday, October 02, 2024.

Candidates are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All technical knowledge examination questions will be based on these materials.

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**Fire Services Law.** (2<sup>nd</sup> ed). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc.

Entire Textbook

PUBLISHED July 7, 2024

*Note:* Exclude all case studies and “Expand Your Learning” sections

**The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels.** Daly, P. H., Watkins, M., Reavis, C. (2006). Boston, MA: Harvard Business School Publishing.

Entire Textbook

*Note:* Exclude all charts, graphs, and tables

**The Basics of Public Budgeting and Financial Management.** (4<sup>th</sup> Edition). Menifield, Charles E. (2021). London, UK: The Rowman & Littlefield Publishing Group, Inc.

Entire Textbook

*Exclude:* p. 71- 82 “Writing a Personnel Services Budgets” in Chapter 3

*Exclude:* p. 179-202 “Selecting the Best Forecasting Model” in Chapter 6

*Note:* Exclude All Charts, Numbers, Homework, Appendix, and Tables

**Understanding Stress Disorder. A Self-Help Workbook for Identifying the Signs of Stress & Learning How to Fight, Manage and Overcome It to Start Living a Stress-Free Life.** Care, Alison. (2019). Care Corp.

Entire Textbook

**Strategic and Tactical Considerations on the Fireground** (4th Edition) Smith, James P. (2017). New York, NY: Pearson.

Entire Textbook

*Exclude:* p. 532-533 “Critical Incident Stress”

**Fire and Emergency Services Administration: Management and Leadership Practices.** (3<sup>rd</sup> Edition) Smeby Jr, C. (2022). Burlington, MA: Jones and Bartlett.

Entire Textbook

*Exclude:* Chapter 5

*Exclude:* p. 113-121 “Legal Issues” through “Janus v America” in Chapter 6

*Exclude:* p. 138-141 “What is FES Customer Service Duty” through “Enforcement of Fire Safety Codes” in Chapter 7

*Exclude:* Chapter 9

*Note:* Exclude all material from boxes (such as Case Studies, Words of Wisdom, Activities, Tables, and Facts and Figures).

### PUBLISHERS OF READING LIST TEXTS

**Fire Services Law.** (2<sup>nd</sup> ed). Bennett, Lawrence T. (2017). Long Grove, IL: Waveland Press, Inc. Waveland Press, Inc., Long Grove, IL. [Waveland Press - Fire Service Law, Second Edition, by Lawrence T. Bennett](#)

**The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels.** Daly, P. H., Watkins, M., Reavis, C. (2006). Boston, MA: Harvard Business School Publishing. Harvard Business School Publishing; [The First 90 Days in Government: Critical Success Strategies for New Public Managers at All Levels | Harvard Business Publishing Education](#)

**The Basics of Public Budgeting and Financial Management.** (4<sup>th</sup> Edition). Menifield, Charles E. (2021). London, UK: The Rowman & Littlefield Publishing Group, Inc. Rowman and Littlefield, University Press; [The Basics of Public Budgeting and Financial Management: A Handbook for Academics and Practitioners, 4th Edition - 9780761872115 \(rowman.com\)](#)

**Understanding Stress Disorder. A Self-Help Workbook for Identifying the Signs of Stress & Learning How to Fight, Manage and Overcome It to Start Living a Stress-Free Life.** Care, Alison. (2019). Care Corp. (Book available for purchase via Amazon or other online retailers)

**Strategic and Tactical Considerations on the Fireground** (4th Edition) Smith, James P. (2017). New York, NY: Pearson. <https://www.pearson.com/en-us/subject-catalog/p/strategic--tactical-considerations-on-the-fireground/P2000000001847?view=educator>

**Fire and Emergency Services Administration: Management and Leadership Practices.** (3<sup>rd</sup> Edition) Smeby Jr, C. (2022). Burlington, MA: Jones and Bartlett. <https://www.psglearning.com/catalog/productdetails/9781284180213>  
(Available for purchase via Amazon or other online retailers)

Please note that the Human Resources Division does not recommend specific retailers for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local retailers will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Shelagh Herbert at [shelagh.herbert@mass.gov](mailto:shelagh.herbert@mass.gov). A copy of the reading list is posted on the Human Resources Division's Civil Service Unit website. [Examination Preparation Guides and Reading Lists | Mass.gov](#)

